EVENT PLANNING AT UVM – Safety & Emergencies

Important Phone Numbers

Emergencies: Police, Fire, or Ambulance	911	Emergencies
Police Services Dispatch	656-3473	Non-Emergencies
SOS Dispatch	656-2560 Option 1	Service assistance for operations such as heating and cooling.

EMS Reservation

All events should have an EMS reservation. Event planners are required to give advance notice, via their reservation, if the event has a high-profile guest, is expected to draw a large audience, or is sensitive in topic and there may be disruptions.

CATSafe App

Download the Live Safe App for use during events in case of an emergency. Information at https://www.uvm.edu/emergency On commencement weekend the CatSafe App will have an additional feature that will allow you to message for help or assistance.

CatAlert

The UVM CatAlert system will keep users informed of any emergency information. If you are a student, faculty, or staff member you are signed up for this system using contact information the University has for you. Anyone not already signed up, or who wishes to receive CatAlerts using an additional phone number or email address, can visit the CATAlert website.

Crowd Managers

Crowd managers are the person(s) responsible for enacting their establishment's emergency plan for evacuation. They are also responsible for ensuring that employees properly understand their roles in crowd management and assisting in directing the crowd in an orderly manner for evacuation.

One crowd manager for every 250 attendees at events is required. Training is valid for 3 years. There is a FREE online crowd manager training (Massachusetts Department of Fire Services): https://www.mass.gov/service-details/crowd-managers
(You'll need to sign up for a new user account. Enter "DFS" in the Agency User Set field to get a certificate.

Suspicious packages

Watch this 8-minute video available from Homeland Security on suspicious package recognition and action training.

Safety & Compliance Event Safety Website

Visit the Division of Safety & Compliance event safety website - https://go.uvm.edu/eventsafety for information and safety tips.

Safety & Emergency Plans

All event planners must develop an emergency plan based on the size and needs of the event.

Crowd Managers

Assign Crowd Managers and make sure they have done the training. Send any certifications to the UVM Fire Marshal.

Email your crowd manager training certificate to the UVM Fire Marshal upon completion, firesafe@uvm.edu

Does your event require Emergency Services Personnel?

Will UVM Rescue be on-site for this event?

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